

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: NOVEMBER 6, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
MERLINO
MONTESI
STRAINER
DICKINSON
GIRARD
MASON

OTHERS PRESENT:

KATHY BARRIE, PERSONNEL OFFICER
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
MONROE
WOOD
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
LLOYD COTE, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR SOKOL

Mr. Taylor called the meeting of the Personnel Committee to order at 9:00 a.m.

Motion was made by Mr. Strainer, seconded by Mr. Montesi, and carried unanimously to approve the minutes of the prior meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy is also on file with the meeting minutes.

Commencing the agenda review with Section III, Action Agenda, Mr. Taylor outlined Item 1 which consisted of a request from the Civil Service/Personnel Office for a transfer of funds in the amount of \$5,523 from the contingent account to fund maintenance costs associated with the Novatime system that were not included in the 2013 County Budget.

Motion was made by Mr. Kenny and seconded by Mr. Mason to approve the request.

Mr. Girard questioned whether these fees were included in the 2014 Tentative Budget and Paul Dusek, County Administrator, replied affirmatively, noting that this fee had been overlooked in the 2013 Budget. He commented that although there might be a slight adjustment, the fees would remain relatively the same.

There being no further discussion, Mr. Taylor called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the November 15, 2013 Board Meeting.

Mr. Taylor advised Items 2A-E pertained to referrals from the Health Services Committee. Item 2A, he said, included a request from the Public Health Department to amend the Departmental Table of Organization to delete the position of Supervising Public Health Nurse #3.

Motion was made by Mr. Strainer and seconded by Mr. Montesi to approve the request.

Mr. Dusek interjected there was a bit more to be considered in association with this request. He advised that in connection with eliminating the Supervising Public Health Nurse #3 position, it was the intention of Pat Auer, Director of Public Health/Patient Services, to transfer some of the associated duties to three other Nurse positions, and in light of the increased duties, to provide each position with a \$1,500 stipend. Mr. Dusek further advised that this reorganization plan had already been presented to and approved by the Health Services Committee as it would put Mrs. Auer's Department in a more competitive position to handle the more demanding needs of the Home Health Care Division. He

pointed out that this change would result in a considerable savings for the County, while setting up a career ladder which would allow room for advancement among the Nursing staff within Mrs. Auer's Department. Mrs. Auer commented that the total savings associated with the position elimination, including benefits, totaled close to \$88,000, while they would be spending only \$4,500, resulting in a tremendous savings.

Mr. Taylor questioned whether they would reach a point when the three Nurse positions would be re-evaluated and the stipend eliminated and Mr. Dusek replied in the negative, explaining that he believed this would become permanent until such time that Mrs. Auer decided another reorganization was necessary. Mrs. Auer noted that if one of the Nurses no longer desired to assume the additional duties assigned, the stipend would be removed and provided to another Nurse to whom the duties were transferred.

Mr. Dusek noted that if the Committee was in favor of this action, the motion made by Mr. Strainer and seconded by Mr. Montesi would need to be amended to include approval of the \$1,500 stipend for three Nurse positions, as well as to enter into an amendment agreement with the CSEA to approve the proposed reorganization.

Messrs. Strainer and Montesi agreed to amend their motion and second, following which Mr. Taylor called the question and the motion was carried unanimously to approve the request to amend the Departmental Table of Organization to delete the position of Supervising Public Health #3 within the Public Health Division as well as to authorize a \$1,500 stipend for the three Nurse positions to which duties would be transferred and authorize commencement of an amendment agreement with the CSEA to approve the proposed reorganization, and the necessary resolutions were authorized for the November 15th Board Meeting.

Moving on, Mr. Taylor announced that Items 2B-E consisted of requests relating to the Westmount Health Facility, which he outlined, as follows:

- 2B) Request to amend the Departmental Table of Organization to create and fill the new position of Admission Screener, *Annual Salary of \$46,072*, and delete the position of Clinical Coordinator, *Annual Salary of \$53,207*, effective November 18, 2013.
- 2C) Request to amend the Departmental Table of Organization to create and fill a new Building Superintendent-type position (*exact position title to be determined following Civil Service Review*), *Annual Salary of \$58,195*, and delete the positions of Executive Housekeeper, *Annual Salary of \$45,077*, and Senior Building Maintenance Mechanic, *Annual Salary of \$48,195* effective December 1, 2013.
- 2D) Request to amend the Departmental Table of Organization to create and fill the new position of Laundry Worker/P#4, *Grade 2, Annual Base Salary \$23,706 pro-rated to \$12,090 based on less than part-time status*, effective December 1, 2013.
- 2E) Request to amend the Departmental Table of Organization to create and fill 16 new positions entitled CNA/P#45 - #60, *Grade 4, Annual Base Salary of \$25,344 pro-rated to an amount commensurate with the part-time status which is not to exceed 48 hours per pay period*, and delete the full time positions of CNA#2, CNA#5, CNA#21, CNA#31, and CNA#34 effective November 18, 2013.

Motion was made by Mr. Montesi and seconded by Mr. Kenny to approve Items 2B-E, as outlined above.

Mr. Montesi questioned whether the position changes would result in a net gain or loss for the County and Lloyd Cote, Administrator of Westmount Health Facility, responded a savings of approximately \$55,000 would be achieved.

There being no further discussion, Mr. Taylor called the question and the aforementioned motion to approve above referenced Items 2B-E was carried unanimously, thereby authorizing the necessary

resolutions for the November 15th Board Meeting.

Mr. Taylor advised the next items (3A and 3B) consisted of issues to be discussed by the County Administrator, which he asked Mr. Dusek to address.

Concerning Item 3A, Mr. Dusek noted that at their last meeting, the Personnel Committee had approved an initiative which had eventually become Resolution No. 569 of 2013, *Authorizing Health Insurance for County Officers, Employees and Retirees*, when approved by the Board of Supervisors at their October 18th meeting. He said he had later found that an amendment to the resolution was necessary to clarify health insurance rates and terms which were not identified in the original resolution. Mr. Dusek noted Resolution No. 569 of 2013 had included an inaccurate effective date for the Medicare Advantage product which required correction; secondly, he added, the rates set forth for the health insurance coverage had included costs associated with the prescription program the County intended to self-insure for 2014 and those figures needed to be separated. Mr. Dusek concluded that although both of these items could be considered technicalities, the resolution should be amended to include the correct information.

Motion was made by Mr. Merlino, seconded by Mr. Strainer and carried unanimously to amend Resolution No. 569 of 2013, as outlined above, and the necessary resolution was authorized for the November 15th Board Meeting.

Moving on to Item 3B, regarding an update on the Human Resources Manager position, Mr. Dusek advised he had reviewed the 28 resumes received for the position and he believed they were at a point where the Committee should review them as well, in order to determine which candidates would be interviewed. Mr. Dusek recommended that an executive session be called in order to perform the review of resumes.

Mr. Taylor advised that before entering into the executive session, the final agenda item, consisting of one Pending Item, should be reviewed. Mr. Dusek advised that he had nothing new to report relative to the RFP (*Request for Proposal*) for codification of all County laws/rules/policies and for consultant services relating to salary and wage studies, and he asked that this item remain on the Pending Item list.

Motion was made by Mr. Montesi, seconded by Mr. Girard and carried unanimously to enter into an executive session to discuss matters leading to the employment history and possible appointment of a particular person, pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 9:10 a.m. until 9:37 a.m. Mr. Kenny left the meeting during the executive session and Mr. Dickinson entered.

Upon reconvening, Mr. Taylor noted that no action had been taken during the executive session.

There being no further business to come before the Personnel Committee, on motion made by Mr. Girard and seconded by Mr. Strainer, Mr. Taylor adjourned the meeting at 9:38 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board